

## Employment Opportunity

### Information Technology Public Safety Specialist

Perform special and diversified technical support of systems used by the public safety departments as well as related technology throughout the City. Provide technical support with the E911 system, City radios, Spillman CAD/RMS, voice/video/data recordings, Mobile Data Terminals and have knowledge of AIX Unix, Netware and Windows operating systems.

Live



Mesquite averages 310 days of sunshine per year and 7.7" of rain. Come and check out one of our cloudy days!

Work

Full-Time Employees enjoy the benefit of medical, dental, vision and life insurance premiums paid by the City. There are 12 paid holidays, paid sick leave and vacation. Retirement through the Nevada Public Employees Retirement System is also paid for by the City. Longevity pay begins after year three. Nevada has no state income tax and City employees pay no social security.



Learn



Full-Time Employees may obtain Educational Assistance for college or university classes, seminars or conferences as related to their duties with the City. Continuing Education is encouraged.

Play

Enjoy the many golf courses and spas, new tennis facility, museum and arts center, Casino fun and closeness to several national and state parks. The City provides a free family pass to the Recreation Center and swimming pools.



See page 2 for job details

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## Information Technology Public Safety Specialist

### Job Functions:

This position will be the primary contact for all technology related issues for Police and Fire & Rescue Departments. A primary duty is to maintain and enforce network, system, software, information and facility security in accordance with City, State and Federal security policies and assist with technology and security audits. Providing technical assistance regarding E911 systems including hardware, software and communications will also be a required duty. Other duties will include:



- Maintain and support the Communications Center hardware and software.
- Provide first level support for City radio communication systems.
- Assist with the install of new systems, system software and other technology.
- Monitor system performance, perform maintenance and corrective actions.
- Ensure integrity & continuous operation of public safety information technology.
- Implement and maintain mobile data terminals.

### Qualifications:

Knowledge of municipal public safety and the security policies and procedures that must be followed and the ability to use technology to keep this environment secure. Other knowledge that will be essential to fulfilling this position include understanding the basic principals of E911, radio and wireless voice and data communications, Spillman CAD/RMS software, AIX Unix, Netware and Windows operating systems as well as basic computer networking and troubleshooting techniques. Good interpersonal skills are also important.



### Experience/Education/Training:

Bachelor's degree in Computer Science, Information Technology or related field and at least three years of related information technology experience, preferably in the public sector emergency services field. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job is also acceptable. Other beneficial experience includes:



- Two years experience as a Unix administrator
- Two years as a Spillman administrator
- Three years of network security experience
- Three years supporting production systems in a 24x7 operation

Salary Range: \$46,411—\$63,432/ Annually

**POSITION OPEN UNTIL FILLED**

### More Information:

An official City of Mesquite Application for Employment must be fully complete and submitted for consideration. For more information please visit our website at [www.mesquitenv.gov](http://www.mesquitenv.gov) or contact the Human Resources Department at:

10 East Mesquite Boulevard — Mesquite — NV — 89027

[hr@mesquitenv.gov](mailto:hr@mesquitenv.gov) — (702)346-5295





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# INFORMATION TECHNOLOGY PUBLIC SAFETY SPECIALIST

**Department:** Information Technology

**Classification/Grade:** 25

**Division:**

**FLSA Status:** Non-Exempt

**Reports to:** IT Manager

**Date Approved:**

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

## **DEFINITION**

Actively support and uphold the stated mission and values of the City of Mesquite and the Information Technology Division. Under primary direction of and evaluation of the Information Technology Manager, performs special and diversified support of technology used by the public safety departments as well as related technology throughout the City.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

- Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Assist with policy/procedures, strategic planning, budget preparation, work standards and training to improve the overall quality of the Information Technology Division and the City.
- Primary contact for all technology related issues for Police and Fire & Rescue Departments.
- Provide technical assistance regarding e911 system including hardware, software and communications.
- Maintain and enforce network, system, software, information and facility security in accordance with City, State and Federal security policies and guidelines. Assist with technology and security audits.
- Assist with voice, video or data recordings to assist departments in securing evidence.
- Maintain and support Communications Center including all hardware, software and communications.
- Provide first level support for City radio communications systems.
- Perform systems and network troubleshooting when problems arise; correct problems where possible; notify appropriate staff and vendors of needed service or action.
- Maintain and support Spillman CAD/RMS and any other tracking and reporting software and hardware used by the Police and Fire & Rescue Departments
- Provide technical assistance for mobile data terminals and any associated technology.
- Assist with the install of new systems, system software and other technology; assist with the configuration and documentation of City information technology.



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- Monitor computer systems status and logs; perform maintenance, diagnostics and corrective actions; ensure application integrity and continuous operation; log and report any anomalies to management.
- Monitor and attend activities of assigned committees.
- Contribute to the efficiency and effectiveness of the division's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Attend training, seminars, meetings and trade shows to upgrade knowledge of information technology.
- May drive a personal or City vehicle to attend meetings.
- Be dependable and meet acceptable attendance requirements at all times.
- Follow all applicable safety rules and regulations.

## **OTHER JOB FUNCTIONS**

- Protect confidential information by preventing unauthorized release, both verbal and/or writing
- Perform other related duties as assigned

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

### **Knowledge of:**

- IT Division functions, policies and procedures.
- Organization, procedures and operating details of a municipal government
- Basic principles of e911
- Radio and wireless voice and data communication.
- Spillman CAD/RMS software.
- AIX Unix, Netware and Windows operating systems
- Network security and troubleshooting techniques.
- Streets, businesses, boundaries, districts, and zones which represent geographical areas of responsibility within the City.
- Good communication and public relations skills.

### **Ability to:**

- Communicate effectively both verbally and in writing.
- Work any shift and be on call.
- Interpret and apply administrative and division policies and procedures.
- Follow detailed procedures.
- Organize own work, setting priorities and meeting critical deadlines.
- Perform a variety of information technology support tasks.
- Contribute effectively to the accomplishment of team or work unit goals and objectives.
- Observe discretion in dealing with confidential issues.
- Work cooperatively with other departments and outside agencies.
- Establish, maintain, and foster positive and professional working relationships with those contacted in the course of work.
- Analyze a situation and make sound recommendations and decisions.
- Organize and maintain accurate files and records.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.



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## **Special Requirements**

Residency Requirement: Must be able to respond within 30 minutes from residence.

Background Check: The successful candidate must pass a background investigation and pre-employment drug screening prior to hire date.

## **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's degree in Computer Science, Information Technology or related field and three years of related information technology experience preferably in the public sector emergency services field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Experience:  
3+ years of network security experience  
2+ years of experience as a Unix administrator  
2+ years of Spillman experience  
3+ years of supporting production systems in a 24x7 operating environment.

Technical Certifications: Related technical certifications are a plus.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

### **Physical Requirements**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent standing, stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to handle stressful situations. Great mental ability is required daily. Must carry/lift/push or pull loads of up to 25lbs.

### **Job Hazards/Risk Factors:**

Employee may risk physical hazard from angry, unstable, violent and highly volatile prisoners and citizens and from weapons; exposure to communicable diseases, hazardous materials and body fluids. Risk of civil litigation due to performance of duties

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act. The City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

